



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-PM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

1. Agency Address

FOR RECORDS MANAGEMENT USE

Application Date

Application Number

Application Number

State Crime Commission
Ga. Organized Crime Prevention Council
1430 West Peachtree St., Suite 500
Atlanta, Georgia 30309

Date Received
AUG 10 1976Date Completed
AUG 26 1976

2. Person to Contact

Linda S. Brett

Working Title

Administrative Secretary

Telephone Number

656-3972

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1974-2 To Date

5. Records Series Title (followed by title used in office, if different)

State Intelligence Network Confidential Annual Report File

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Georgia Organized Crime Prevention Council is responsible for developing and coordinating strategies and plans to attack and control organized crime statewide. Its primary function is intelligence activities, conferences and training, preparing and endorsing legislation; monitoring organized crime activities; and preparing confidential reports and position papers on organized crime in Georgia.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: collecting and reporting confidential information on organized crime in Georgia.

Included are: annual confidential reports on statewide organized crime activities and their "supplementary keys".

File is arranged: chronologically.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 80%; Seven to twelve months old 60%; Thirteen to twenty-four months old 50%; twenty-five months and older 40%?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? <u>This is the Confidential Copy of the Annual Report.</u>
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. (See explanation of below)
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Distributed to only "need to know" governmental officials.</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>at least 5 years.</u> |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Confidential material that needs to be referred to

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 year(s); ~~then~~ Then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☒ Transfer to State Archives for permanent retention. TO BE CONFIDENTIAL FOR 75 YEARS.
- ☐ Other (Specify)

ADDITIONAL REMARKS: These Confidential Annual Reports are only distributed to the heads of the agencies who are members of the State Intelligence Network and to a few constitutional officers like the Governor, Attorney General, and the Secretary of State. The "supplementary key" is maintained only in the office of the State Crime Commission* and is used to provide greater detail to the Confidential Reports. This series is not the published Annual Report produced by the Georgia Organized Crime Prevention Council and distributed statewide to the news media and interested citizens.

• SPECIFICALLY THESE RECORDS ARE FILED IN THE OFFICE OF THE GA. ORGANIZED CRIME
These instructions apply to all prior and future accumulations of the series. PREVENTION COUNCIL.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Rachel B. Champagne</i>	<i>8/9/76</i>	<i>Jenda A. Brett</i>	<i>7/28/76</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>8-16-76</i>
		Secretary of State/Designee	<i>8-20-76</i>
		Attorney General/Designee	<i>8-23-76</i>